

POLICY

EMPLOYEE SEARCH AND HIRING

Ridgewater College's hiring and appointment practices shall be consistent with applicable Minnesota State Colleges and Universities Board policies, Department of Employee Relations policies and Affirmative Action and Equal Opportunity policies in effect at the time the search or appointment process begins. Final decisions about hiring and hiring procedures are made by the President. To facilitate hiring high quality, well-qualified applicants, college employees shall be involved in the search and screening process whenever practicable.

History:

02.27.07 Adopted

PROCEDURES**EMPLOYEE SEARCH AND HIRING**Approval of Positions

All requests for full-time and part-time permanent or temporary positions or changes of existing positions require discussion with the appropriate supervisor and submission of the college's Position Request Form to the Human Resources office. The form requires the signature of the supervisor, the Chief Financial Officer, the College President and the Director of Human Resources prior to beginning the appropriate process.

Unclassified Permanent Positions

Upon completion of the Position Request form, HR will publish a vacancy notice within the Minnesota State Colleges and Universities and with outside agencies if appropriate.

Screening and Interviewing Committee

The purpose of the screening and interviewing committee is to screen applications, select candidates for interviews, interview candidates, and forward the names of all acceptable candidates to the college President. The President will select an appropriate administrator to serve as the chairperson of the screening and interview committee. The Director of Human Resources will solicit committee members using the following guidelines for screening and interview committee membership. A full committee would consist of eight members: a chair selected by the President, two members from constituent group in which the vacancy exists, and one member each from the constituent groups listed below:

- a. Two representatives selected by the constituent group in which the vacancy exists. In the case of an administrative vacancy, the screening committee members would be selected by the President's Cabinet.
- b. One MAPE representative.
- c. One AFSCME representative.
- d. One administrative representative (unless the vacancy is administrative in which case this slot will be filled with an additional MSCF representative).
- e. One MSCF representative.
- f. One MMA representative.
- g. In addition to the above-mentioned committee members, additional screening committee members may be appointed by the College President after consultation with the appropriate constituent group listed below:

If the additional member is:

MSCF
Administrator
Student
AFSCME
MAPE
MMA
Public

Selection is made by:

MSCF
President's Cabinet
Student Senate Presidents
AFSCME
MAPE
MMA
College President

Temporary part-time and/or emergency appointments are not subject to this screening procedure.

PROCEDURES**EMPLOYEE SEARCH AND HIRING, continued**Screening

Volunteers who agree to serve on the screening committee will read, review and screen all applications, as well as attend all committee meetings and interviews, including an orientation session conducted by a college Affirmative Action Officer. In order to insure the fairness and integrity of the process for all candidates, volunteers must take part in the entire process. Failure to take part in the entire process will be cause for removal from the committee. This is voluntary work and circumstances may dictate that meetings or interviews take place outside of regularly scheduled hours. The committee will review all applications and determine which candidates meet minimum qualifications as identified on the vacancy notice. The committee will then determine which of those candidates will be invited for an interview.

Approval of the Pool of Applicants and Interviews

Prior to the screening process, the pool of applicants will be reviewed by the Human Resources Office. If the HR Director believes the pool of applicants is not sufficient to begin the process and the President concurs, further recruiting activities will be considered.

Interviews will be arranged by the Chair and conducted by the committee. Following the scheduling of interviews, the Human Resources Office will prepare a packet for each committee member that includes application materials and the set of interview questions to be asked of each candidate. Interview questions are developed by the screening committee and reviewed by the Human Resources Office to insure the process is consistent and fair for all candidates. Applicants for faculty positions will be asked to perform a teaching demonstration which will be videotaped.

Recommending Candidates

The Chair of the committee will forward in writing the names of all acceptable candidates to the President. A candidate will be considered not acceptable if, in the committee's judgment, it would be preferable to reopen the search rather than hire that candidate. Each committee member will forward to the President, in writing, his or her independent ranking of all acceptable candidates, accompanied by rationale and justification for this ranking. Only information relevant to the candidate's ability to perform the functions of the job may be provided in the justification. Committee members must remember that the individual rankings, as well as notes and comments, may be requested by the candidate for review, and must be provided to legal services in the event of grievances, discrimination charges, or other similar courses of action.

Background Review and Verification

It shall be the responsibility of the Committee Chair to conduct a thorough review and investigation of the employment history of all acceptable candidates whose names are forwarded to the President. This review and investigation will include, but not be limited to, telephone interviews or written recommendations from a minimum of three previous supervisors of the candidate. If there are not three previous supervisors available, the candidate may provide other references.

PROCEDURES**EMPLOYEE SEARCH AND HIRING, continued**Appointing

The President will review recommendations, interview, and conduct background reviews or site visits as appropriate. Following that review, the President will make the appointment from the list of acceptable candidates or determine if and when the search is re-opened. The President may decide to fill the position on a temporary basis until a permanent appointment is made.

Time Frame

It is understood that in all cases where time and availability of participants are not limiting factors, the above procedures shall be followed. If constituent representation is solicited and not available, the College President may enact special procedures that will parallel as closely as possible the above procedures for each position to be filled.

Final Selection/Reports Required

Following the receipt of a signed acceptance letter, the Chair will notify the screening committee and all other interviewed candidates that the position has been filled. The Human Resources office will notify everyone else in the applicant pool that the vacancy is filled. The President will meet with the screening committee, if requested by the Committee Chair, to review the appointment process. The Committee Chair will email all staff announcing news of the hire. The Committee Chair will complete the Ridgewater College hiring report.

History:

02.27.07 Adopted